CHAPTER 15A. UPDATE INVESTIGATOR/SY TIME

Updates must be made on all "D" type projects and siblings ("R,T,S,G or C") whenever there is a change in investigator(s) and/or SY time assigned to a project. **Note:** ARS scientists cannot have time on siblings -- only "D" type projects.

This task should be completed as changes occur. In addition, each year in September or October, SY time should be reviewed and modified according to your ARMPS.

Good examples of when to update investigator/SY time is after submission of your final ARMPS, project replacements, hire/retirement of SYs, etc.

There are three parts to this process:

1.   Select and print active projects from ARIS.

2.   Verify investigators and SY time.

3.   If changes are needed, create a work record from the Active files and make the necessary modifications in the Work File.

GUIDELINES:

1.   Investigator Name on "D" type projects:
        -- ONLY list Category I and IV SYs and their associated time.
        -- ONLY the word VACANT is acceptable for a non-encumbered position.
        -- DO NOT use TBD, Vacancy, (Vacancy), vice xxxxx.
        -- VACANT can be used as the first investigator name or any other.
        -- DO NOT list any Research Associates, they are Category II.
           DELETE any that are listed in error.

2.   SY-Time:
        -- SY time per scientist can be no greater than 1.00 (includes total on all "D" projects).

3.   SY-Time and Investigator Name on "R, T, S, G or C" type sibling projects:
        -- SY time of Category I and IV scientists MUST BE 0.00.
           (They are already accounted for 1.00 time on "D" project(s)). All other names
           (University PI on "S, G" types) MUST BE 0.00 time.
        -- If not enough investigator space exists, list others on last line in APPROACH Section
           with SY time, e.g., WILSON RONALD E   0.70
           NOTE: These will not be in Total SY of CRIS or MU calculations.

Selecting Projects from Active Records

In order to retrieve the Active projects that need to be reviewed for SY accuracy, go to your Active file by clicking on "Active" and "416/417 425 550A 421" from the toolbar (fig. 1). The Active query screen will be displayed (fig. 2).
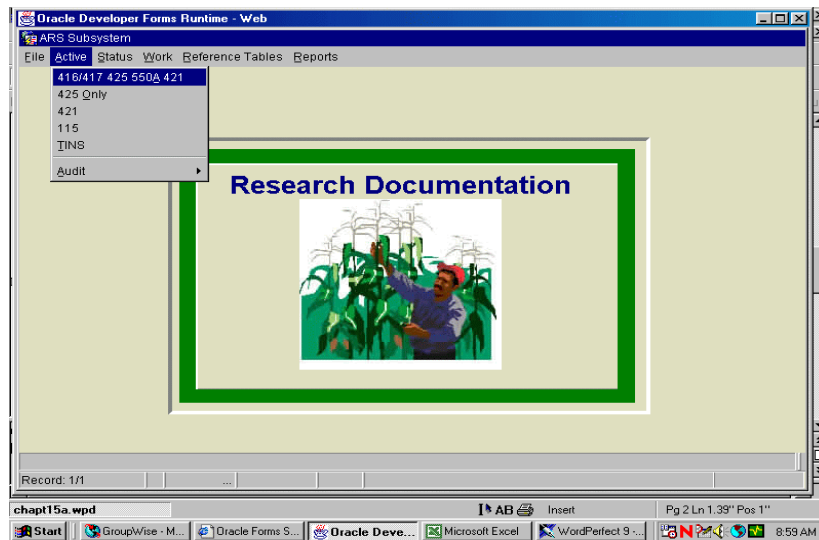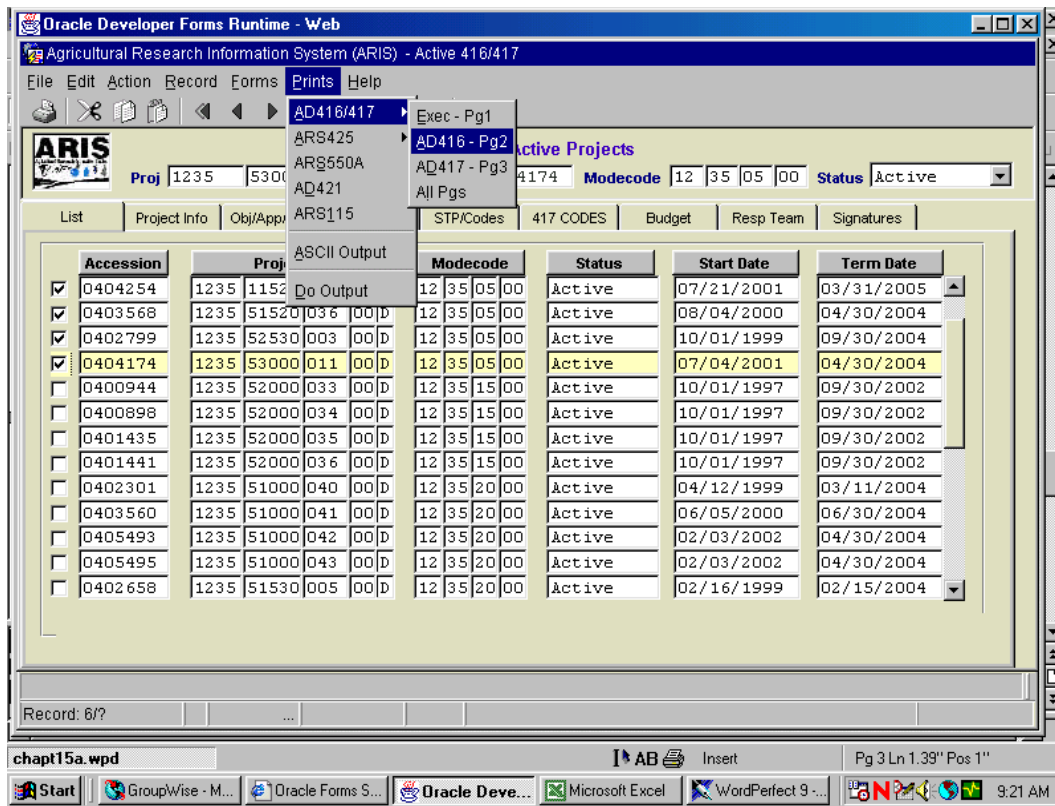
(Fig. 1)

Enter the criteria in the query screen and click on Execute. (Ex. All Active "D" projects in mode code 12 35) (fig. 2).

(Fig. 2)

The listing of projects based on the query will be displayed (fig. 3).

(Fig. 3)

From the listing, mark the projects that need review and click on "Prints", "AD416/417," and "AD-416 Pg2" from the toolbar. Adobe will display your print file. Click on the printer icon to print.

Verify Investigators & SY Time with CRAS
from Approved Current FY ARMPS

The CRAS (CRIS Resource Allocation Schedule) is the portion of the ARMPS package which details each project within your Management Unit and lists scientific personnel and their time (FTE) assigned to a project(s). Once your final ARMPS has been submitted, you need to verify if the data in the ARMPS matches the 416 printout from ARIS. Use the upper section only of CRAS since these are the SYs (scientific professionals -- Category I and IV scientists). DO NOT include Research Associates (Category II) in the investigators and SY total.
(See Attachment 1 for example of CRAS from the ARMPS package)

NOTE: If you have sibling projects ("R,T,S,G or C"), a separate CRAS should be attached to your ARMPS. The scientist will be listed, but no time (FTE) will be assigned.

There should be no SY time listed on sibling projects.

COMPARE: <u>CRAS - Current Approved FY</u>   to   <u>416 from ARIS</u>
                SY section at the top of CRAS   Investigators
                SY FTE Total for Project   SY Time

To validate, refer to the attached examples and do the following:

1.   Within a project number on the CRAS, go to the FTE column. Check for any time listed on the project number. If time is listed, look at the SY name listed at the left. Verify that this SY name is listed on the 416, Investigators field. If it is not listed, add it in pencil. Continue this same process until you have checked all FTE time on the project.

2.   Repeat procedure 1 above until you have verified all project numbers listed on the CRAS.

3.   To verify total SY Time on the 416, within the project number on the CRAS go to the FTE Column. Look at the line identified by "TOTAL SY" at the left. Circle the FTE total. Verify this FTE total with that listed in the SY Time field on the 416. If it is different, pencil in the change on the 416.

4.   If either Investigator or SY Time fields on the 416 do not match the CRAS, then the project must be modified within ARIS.

5.   After user has completed the verification task, log onto ARIS, and follow Chapter 4A instructions to modify an active research project.

Reminder: Always state in the remarks sections what the revision is for (ex. Updated investigators and SY time to agree with approved FYXX ARMPS; or Updated SY and investigator time as new SY was hired, or SY left the agency.)

NOTE: If you have an SY who was recently hired as a Category I or IV scientist, the individual's name may not show up in the 416/417 Personnel Pick File when you want to add them as an ARS Investigator(s) on the 416. You may have to wait 4-6 weeks from an individual's EOD date to allow sufficient time for the action to be reflected in the data base.

To show VACANT SY positions on the 416, search for "VACANT"once in the List of Values. Once displayed, highlight it and click OK. VACANT will then be inserted in the Investigator screen. Enter the appropriate SY time associated with the position.

ATTACHMENT 1

SAMPLE OF CRAS FROM ARMPS PACKAGE

Salaries:	Total FTE	Dollars	3620-41000-050-00D %	FTE	Dollars	3620-41000-052-00D %	FTE	Dollars
DUNN, ROBERT O	1.00	65,520	100.00%	1.00	65,520	0.00%	0.00	0
ERHAN, SEVIM	1.00	72,100	30.00%	0.30	21,630	10.00%	0.10	7,210
HOU, CHING T	1.00	110,040	0.00%	0.00	0	100.00%	1.00	110,040
KNOTHE, GERHARD H	1.00	64,560	100.00%	1.00	64,560	0.00%	0.00	0
KUO, TSUNG MIN	1.00	68,910	0.00%	0.00	0	100.00%	1.00	68,910
LANSER, ALAN	1.00	60,340	0.00%	0.00	0	100.00%	1.00	60,340
VACANT, 1W2295	1.00	60,030	0.00%	0.00	0	0.00%	0.00	0
VACANT, 1W8117	1.00	60,000	0.00%	0.00	0	0.00%	0.00	0
SY Salary Subtotal	8.00	561,500	--------	2.30	151,710	--------	3.10	246,500
Prmtn/Awrd/QSI/Merit Pay Bonus		12,000	33.33%		4,000	33.33%		4,000
TOTAL SY	8.00	573,500	--------	2.30	155,710	--------	3.10	250,500